



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: INVESTIGATOR I, FAIR POLITICAL PRACTICES COMMISSION

DIVISION: ENFORCEMENT

SALARY: \$3862 - \$4655

FINAL FILING DATE: UNTIL FILLED

Duties and Responsibilities:

Under the general direction of the Chief Investigator, and the direction of the Supervising Investigator, the incumbent will conduct various investigative tasks relating to complex and sensitive investigations at the State or local level to detect or verify suspected violations of laws, rules, and regulations pertaining to the Political Reform Act of 1974, and related statutes. Review and examine financial documents filed with the Secretary of State and the Fair Political Practices Commission such as campaign disclosure statements, lobbyist disclosure reports, or statements of economic interest. Examine a variety of legal records, (depositions, affidavits, and testimony) to secure and verify information concerning suspected violations or suspected violators. Obtain, analyze, and evaluate facts, statements, and other evidence to support administrative or civil actions. Explain provisions of the Political Reform Act of 1974 and related statutes and regulations. Serve legal papers, file complaints, civil and administrative actions. Appear as a witness at legal or administrative proceedings. Work closely with and secure the cooperation of Federal, State and local governmental agencies concerned with administration of or compliance with the Political Reform Act of 1974. Prepare reports of investigations and recommend actions.

Desirable Qualifications:

Aptitude for investigation work; willingness to travel throughout the State and to work long and irregular hours as required; knowledge of and/or experience with accounting, legal records, campaigns, elections, lobbyist activities, and /or California State and local government; ability to speak and write effectively, establish and maintain effective working relationships with staff and the public; and neat personal appearance.

Who May Apply:

The applicant must be reachable on a current employment list* or be a current or former State employee with transfer or reinstatement eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the State application.**

*****Applicant must have taken and passed a California State Civil Service examination and be reachable on a current employment list for this classification or an appropriate classification.**

Where to Apply:

Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
Attn: Jessica Estante
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Jessica Estante, (916) 327-8692

Release Date: 06/05/08

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.